

Construction As-Built Plans Process

Once construction is complete and all changes have been recorded on the “As-Built” plans, the plan set is to be submitted directly to the Office of Design Policy & Support and will be processed as follows.

District	<ol style="list-style-type: none">1. Submit hard-copy As-Built plans to the Office of Design Policy & Support, State Design Policy & Support Engineer, Attn: EDM Group Manager. The plans are to be clearly designated as “AS-BUILT PLANS”. <p>NOTE: If plans are already in electronic format (PDF), a CD/DVD may be submitted as designated above.</p>
Print Room	<ol style="list-style-type: none">2. All plan sheets will be scanned to a PI Number sub-folder under the appropriate District folder under \\Gdot.ad.local\gdot\Preconstruction\RoadDesign\RD14\Scanning Staging Area\District As-Built NoMetadata. <p>NOTE: If plans are already in electronic format (PDF), files will be placed a PI Number sub-folder under the appropriate District folder under \\Gdot.ad.local\gdot\Preconstruction\RoadDesign\RD14\Scanning Staging Area\District As-Built NoMetadata.</p> <ol style="list-style-type: none">3. All original hard-copy As-Built plans will be sent back to the appropriate District Office once they are scanned4. At the time the plans are prepared for return to the District, an email shall be sent to the Engineering Document Management staff (EDMDocs@dot.ga.gov) to notify them of the new project(s)
EDM STAFF	<p>If the project is <u>not</u> in ProjectWise, the Engineering Document Management staff is responsible for processing the scanned images, which includes QC, metadata gathering, and loading the project to SharePoint. The project plans will remain in this folder until they have been completely processed and migrated to TransPI/SharePoint.</p>

EDM STAFF	<p>If the project <u>is</u> in ProjectWise, the Engineering Document Management staff shall follow the steps below to process the plans in ProjectWise.</p>
EDM STAFF	<ol style="list-style-type: none"> Place the plans in the <i>CST\Construction Plans\As Built Plans</i> folder in ProjectWise setting the Document Type as follows. Document Group: <i>Preliminary Engineering</i> Document Category: <i>Design Plans</i> Document Type: <i>As Built Plans</i> Set Public Access for all plans in the <i>CST\Construction Plans\As Built Plans</i> folder. <ol style="list-style-type: none"> Select all the files in the folder. Right-click and select Modify. Select the GDOT Environment tab. Scroll down to Public Access and enter 1 for the value. Click on Apply and then Close. Set the Sheet Types for all sheets under the <i>CST\Construction Plans\As Built Plans</i> folder. <ol style="list-style-type: none"> Select all the same type files in the folder Right-click and select Modify Select the GDOT Environment tab. Scroll down to Sheet Type and select the appropriate sheet type from the drop-down. Click on Apply and then Close. Continue until all sheet types are assigned to the plans. Set Final Status on the files in the <i>CST\Construction Plans\As Built Plans</i> folder. <ol style="list-style-type: none"> Select all files. Right-click and select Change State=>Set Final Status Click OK
EDM STAFF	<ol style="list-style-type: none"> Create a Document Set in the <i>Record Plan Set</i> folder. <ol style="list-style-type: none"> Navigate to the <i>PI\Record Plan Sets\ 15 - As Built Plans</i> folder. In the folder, right-click and select Set=>New. In the <i>Create Document Set</i> dialog, enter <i>As Built Plans</i> for the Name, leave the Description field blank, and click on OK. Navigate back to the <i>CST\Construction Plans\As Built Plans</i> folder and select all files in the folder. Drag the files into the Document Set dialog box that should still be open. Close the Document Set dialog box.